



CRAIG KROLL
DIRECTOR OF RECREATION

TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

To: Honorable Town Board
From: Craig D. Kroll
Recreation Director
Date: June 2, 2014
Re: Title Change

Dear Honorable Town Board,

Kindly move to terminate Grace Reedy, as Recreation Attendant, effective June 2, 2014.

Kindly move to hire Grace Reedy, as Clerk Typist, effective June 2, 2014 at the pay rate of \$10.00/hour and change her status from part time to part time seasonal effective from June 2, 2014 until September 12, 2014.

Please authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Please advise the Finance Department that Grace Reedy is to be paid from the Salary of Clerical – Part Time account line 1.7140.0139.

Respectfully Submitted,

Craig D. Kroll
Recreation Director